

**HUMAN RESOURCES POLICY**  
**Fauquier County, Virginia**

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**Policy Title: Annual Leave**  
**Section No. : 2-B**

**Effective Date: 03/17/03**  
**Supersedes Policy: 6/18/01**

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**I. PURPOSE**

It is the objective of the Board of Supervisors to provide employees with paid annual leave for vacations and other personal purposes.

**II. SCOPE**

This policy applies to all permanent full-time and permanent part-time employees.

**III. DEFINITIONS**

Annual Leave

Annual leave is defined as an employee absence during regularly scheduled work hours that has been approved, by the proper supervisory authority, for vacation or other personal purposes.

**IV. PROCEDURES**

**A. Annual Leave Requests And Approval**

1. Employees wishing to use annual leave must request approval from their supervisor, or supervisor's designee.
2. Requests for annual leave should be made as far in advance as possible.
3. When approving or disapproving annual leave requests, supervisors shall consider the work requirements of the department.
4. Any employee absence without appropriate supervisory approval shall be considered unauthorized.

**B. Annual Leave Accrual And Carryover**

1. Employees shall not use annual leave until it is accrued.

2. Annual leave accrues at the end of each month.
3. Annual leave does not accrue for any month unless the employee is compensated for at least one-half (1/2) of the working days in that month.
4. Full-time permanent employees shall accrue annual leave (in hours) as follows:

Years of Service	37.5 Hr/Week Employee		40 Hr/Week Employee		42 Hr/Week Employee	
	Earn Per Mo.	Maximum Accumulation	Earn Per Mo.	Maximum Accumulation	Earn Per Mo.	Maximum Accumulation
<6	7.5	180	8	192	8.4	201.6
>5 , <11	9.5	228	10	240	10.5	252
>10, <16	11.5	276	12	288	12.6	302.4
>15, <21	13.5	324	14	336	14.7	352.8
>20	15	360	16	384	16.8	403.2

Upon completion of 5, 10, 15 and 20 years of service, employees shall progress to the next higher level of accrual, as demonstrated in the table above, with a maximum accrual rate being achieved upon completion of 20 years of service.

5. Part-time permanent employees shall accrue annual leave on a pro-rated basis.
6. Maximum yearly balances for part-time employees shall be prorated based on employee accrual rates.
7. On ~~June 30~~~~December 31~~ of each ~~calendar~~ year, annual leave balances which are \_\_\_\_\_ in excess of the maximum balance levels shall be converted to sick leave.
8. Employees who separate from and return to employment within one year of the separation date shall have their former annual leave accrual rates reinstated.

C. Exceptions To The Limit On Hours That May Be Carried Over

1. When work requirements prevent employees from using annual leave that is in excess of the maximum balance levels, requests may be made to carry excess leave balances.
2. Requests shall be made by the employees' respective Constitutional Officer or Department Head to the County Administrator.

3. Requests must be supported by appropriate documentation to include disapproved annual leave requests and the specific reasons for disapproval.
4. Requests must include a time schedule, not to exceed four months, wherein the carry over leave will be used.
5. All carry over annual leave not used within the approved time schedule shall be converted to sick leave.

D. Using (Debiting) Annual Leave

1. Annual leave shall be debited in no less than one-half (1/2) hour units.
2. Each department shall forward to the Payroll Office approved monthly annual leave records indicating annual leave debits, credits, and balances for employees. The records shall include approved annual leave request forms for all annual leave taken.

E. Treatment Of Accrued Annual Leave Upon Change In Status

1. Lateral Transfer, Promotion or Demotion  

Annual leave balances held by employees at the time of lateral transfer, promotion or demotion from one position or department to another shall be retained by the employees.
2. Voluntary Separation
  - a. Upon voluntary separation, employees shall be paid a lump sum for the unused portion of their accrued annual leave balances not to exceed the maximum authorized balance levels specified in section B4 and B5 of this policy.
  - b. Upon voluntary separation, employees who have been allowed to carry over additional accrued annual leave, will be paid for unused accrued annual leave only to the maximum levels specified in section B4 and B5 of this policy.
3. Resignation Without Sufficient Notice
  - a. Employees who resign without satisfactory notice may lose up to ten days of accumulated annual leave.

- b. If accumulated annual leave is withheld as a result of resignation without satisfactory notice as referenced in section 3.a. above, employees will be paid for any remaining annual leave balances up to the maximum authorized balance levels.

4. Unsatisfactory Service Separation

Employees who are separated as a result of unsatisfactory service may be paid for unused accrued annual leave unless the County Administrator determines that the payment is not appropriate.